

Professional and Managerial Branch  
Fiscal and Tax Administration Group  
Fiscal Series

**TREASURY SERVICES ANALYST**

06/99 (SAC)

*Summary*

Under general supervision, participate in management of deposit, reconciliation, investment and flow of City financial assets and obligations including negotiable instruments and surplus cash.

*Typical Duties*

Assist manager with daily cash analysis and cash requirement projections. Involves: downloading previous days activity using automated reporting and recording systems; reviewing account transaction exceptions to resolve prior to uploading into Financial Accounting Management Information System (FAMIS); estimating amount of cash required to cover obligations; preparing daily detailed cash position statements; preparing and processing wire transfers to control cash movements in assigned area, including all required supporting documentation; informing supervisor when funds are needed from other sources; identifying and advising supervisor of potential financial exposure.

Balance general ledger activity to reconcile activity for assigned accounts, including monthly reconciliation of mutual funds and investment portfolio. Involves: researching, identifying and communicating problems to accountants, financial institution representatives, brokers, auditors or others; resolving items that were not closed within scheduled timeframe; creating and posting journal entries.

Perform related duties as required. Involves: preparing documents to purchase securities, processing payments for administrative fees; performing any duties of supervisor if necessary, to maintain continuity of operation during temporary absences and similarly performing duties of coworkers.

*Minimum Qualifications*

Training and Experience: Graduation from an accredited college or university with a Bachelor's Degree in Finance, Accounting, Economics, Business or Public Administration, or related field; and one (1) year of experience involving cash reconciliation and fund transfers, at a level comparable to Accounting Technician; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Good knowledge of: cash management, treasury and banking related practices. Some knowledge of: generally accepted governmental accounting principles; capabilities of accounting and financial information systems including software utilized to communicate electronic funds transfer instructions to banks and retrieve bank account balance and transactional activity reporting.

Ability to: analyze and interpret fiscal records and to prepare accurate and complete financial statements; apply a broad range of mathematical concepts to perform financial and statistical calculations; establish and maintain effective working relationships with fellow employees and officials; clearly and concisely communicate both orally and in writing; prepare complex analytical reports and maintain detailed financial records.

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Director of Personnel

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Department Head